

## EMT-BASIC STATE CERTIFICATION + RETEST PROCEDURES

*Updated - August 2005*

Candidates from an **initial or refresher** EMT-Basic course who have successfully passed the National Registry examination AND have received subsequent national registration are eligible to receive state certification.

The state office receives copies of each candidate's grades directly from the national registry, (about one to two weeks **after** the candidate has received their National Registry credential) of all candidates who take the examination with our state\*. To receive state certification, the following documents must be on file with the SC DHEC Office of EMS:

- ◆ A valid BLS (CPR) credential and a properly completed and signed white *Certificate Application* card. If the card is incomplete, it will be returned to either the candidate and/or the training institution for completion. **No candidate may receive a state certification without this card properly completed.**
- ◆ Copy of the candidate's successful completion of the national registry examination and national registration. (This is sent automatically from the registry unless the candidate tested or re-tested in another state\*).

\* Candidates who **test / retest** the national registry examination **in another state** must submit copies of their examination results to the SC Office of EMS.

Once the above documents are received and complete, **the candidate will be automatically sent their state certification**. The state certification expiration date is calculated as three-years from the national registry "processed" date.

**NOTE:** If you have NOT received your state certification and it has been MORE THAN three (3) weeks since you received your National Registry Credential - You will need to call Don Whiteley or Vickie White at DHEC (803) 545-4204, and inquire as to what documents are missing in order to complete your state certification requirements

### **PRACTICAL RETEST:**

If you need to retest\* the practical examination, you **MUST** register with the regional office sponsoring the examination and pay all practical exam fees prior to testing the practical exam - DO NOT CALL DHEC!. SEE ([www.scdhec.gov/hr/ems](http://www.scdhec.gov/hr/ems)) for exam dates.

**NOTE:** **REMEDIAL TRAINING NEEDED?** If you needed to fulfil remedial training prior to your next exam attempt, a copy of the remedial training letter **MUST** be on file with DHEC no later than 12-Noon on the thursday **prior** to the exam you wish to attend.

**Remedial training must be done by a SC certified DHEC EMT instructor in association with either a SC Basic Training Institution -OR- the Regional EMS Office.** Documentation of the remedial training must be on letterhead from that training institution and signed by the EMT program coordinator or regional executive director. **The letter must state that you have received remedial training over ALL skills pertaining to the EMT-Basic and have demonstrated competency in each skill.**

*Remember, Practical Pass Results are only valid for one year.*

## **WRITTEN RETEST:**

If you receive a failing report from your National Registry Written exam and need to retest, you MUST call or e-mail Don Whiteley (803) 545-4269 / [whiteldl@dhec.sc.gov](mailto:whiteldl@dhec.sc.gov) Or Vickie White (803) 545- 4273 / [whiteve@dhec.gov.sc](mailto:whiteve@dhec.gov.sc) to register for the next written exam. Don't forget to bring another completed NR application\*\* and a \$ 20 money order. Only the front of the application needs to be completed for a retest. Please write "RETEST" at the top of the application. *(You will NOT be allowed to re-test without these items!)*

- \* For the next available basic written examination date, log on to [www.scdhec.gov/hr/ems](http://www.scdhec.gov/hr/ems).
- \*\* You may get another NR application either from your course instructor, or you may download one from the National Registry Website ([www.nremt.org](http://www.nremt.org)).

## **NOTE:**

If you have failed the written exam three (3) times, you are required to complete a SC state approved EMT-Basic refresher course (or the CEU equivalent as approved by DHEC) **prior** to your 4th attempt.

## **IMPORTANT NOTE:**

The National Registry gives each candidate a maximum of two (2) years from their course completion date - OR- their state certification expiration date (whichever is LESS) to successfully complete all testing requirements. Once that two years expires, you will be required to complete another full EMT-Basic course prior to any further attempts at the National Registry Examination.